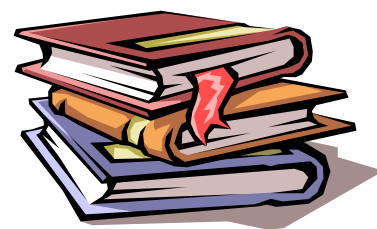


## The Department

The City of Chula Vista Library serves an ethnically diverse population in the City of Chula Vista. The Library's vision is to serve as the community's family room where reading and learning are encouraged and celebrated and follows the "Marketplace Model" of Library service. To that end, the department is responsible for unique activities to support life-long learning, local history, current topics and titles and the Library as commons.



## The Position

Under the direction of the Assistant Library Director or the Library Public Services Manager, the Principal Librarian will manage the administrative duties of a major library facility or division. This position will design and implement comprehensive programs to meet the needs of the assigned facility or division and will manage and supervise staff, operations, budgeting, participate in strategic plans and assess community needs.

### ESSENTIAL DUTIES:

Plan, assign and review the workflow of a major library division or facility; coordinate staffing, facilities maintenance, budgeting, and daily operations.

Administer the branch library budget or technical services.

Analyze community library services and needs and make recommendations for policies for services to schools, community organizations and the public.

Coordinate and evaluate a major system-wide service such as youth services, reference, collection development, and cataloging.

Supervise staff in the administration and operations of the assigned division or branch.

Select, train, motivate and evaluate assigned personnel; assign work activities, projects and programs; review and evaluate work assignments, methods, and procedures; meet with staff to identify and resolve problems.

Analyze and make recommendations concerning trends and professional techniques; participate in professional organizational and chair assigned committees.

Negotiate and administer contracts with outside vendors.

Participate in the development of long-range plans for the Library using strategic plans tools such as the Balanced Scorecard.

## Qualifications

Education, Experience and Training – See below listing of qualifying criteria.

- I. Masters in Library Science (MLS) from an accredited library school is highly desirable and five years of increasingly responsible paid professional library experience including 3 years supervising professional staff (applicants should attach a copy of their MLS diploma to their application form) –or-.
- II. BA/BS and 6 years of increasingly responsible paid professional library experience including 3 years supervising professional staff and current enrollment in an ALA accredited MLS program with 80% coursework completed. Applicants should attach a copy of their transcript showing completed library coursework and evidence of units needed for completion of the MLS –or-
- III. MA/MS and 6 years increasingly responsible paid professional experience in a library including 3 years supervising professional staff –or-
- IV. BA/BS and 7 years increasingly responsible paid professional experience in a library including 3 years supervising professional staff and 36 semester units or 56 quarter units completed graduate coursework from an accredited ALA library school. Applicants should attach a copy of their transcript showing completed library coursework.

## The Selection Process

Candidates whose education, training, and experience best meet the needs of our position will be invited to participate in the selection process.

## How to Apply

Applicants should submit an official City application along with a **Supplemental Application Form** ([Click Here to Download Supplemental Application](#)) to:

Human Resources Department  
City of Chula Vista  
276 Fourth Avenue  
Chula Vista, CA 91910

Applicants seeking additional information regarding the City or position should contact the Human Resources Department at (619) 691-5096. Applications may be downloaded via our website: <http://www.chulavistaca.gov>.

Assigned staff: Mary Thigpen, Senior Human Resources Analyst, (619) 585-5663, [mthigpen@ci.chula-vista.ca.us](mailto:mthigpen@ci.chula-vista.ca.us)

**The final closing date is 5:00 p.m. Monday, August 15, 2005**

## Salary and Benefits

**Salary: \$5,427.17 - \$6,596.76 monthly**

**Retirement:** The City contributes 8% to the Public Employees Retirement System (PERS) for the employee.

**Flexible Benefit Plan:** This position receives \$9,146 annually, from which medical insurance must be purchased for the employee. The remaining money may then be used to purchase a wide variety of non-taxable benefits or receive taxable cash. (The amount will be pro-rated based on plan year and start date.)

**Insurance:** The City provides life and AD&D insurance coverage of \$50,000.

**Long Term Disability:** The City pays the total premium for a short and long-term disability policy.

**Vacation & Holiday:** This position receives 10 days of vacation for the 1st - 4th year of service; 15 days for 5-9, 20 days for 10-14, 25 days for 15+ years of service plus 3 floating holidays and 10 hard holidays.

**Sick Leave:** Sick leave is accrued at the rate of one day per month, with the option of a cash payment of 1/4 of the annual accumulation if 4 days or fewer are used during the year.

**Management Leave:** This Middle Manager position receives 64 hours of Management Leave annually which must be used before the end of the fiscal year. Hours are pro-rated based on date of hire.

**Deferred Compensation:** A non-contributory deferred compensation plan is available.

**Flexible Spending Accounts:** Employees may participate in a Health and/or Dependent Care FSA that will allow them to pre-designate money into these accounts on a pre-tax basis.



# The City of Chula Vista

Founded in 1911, Chula Vista is a beautiful coastal community with a population of over 217,500 located seven miles south of downtown San Diego. In Chula Vista, you will find the best California has to offer including a great year-round climate with smog-free air; 2 marinas with easy access to San Diego Bay for sailing, windsurfing, water skiing, and other water sports; nearby beaches and beautiful foothills and back country with bass fishing in Otay Lake; and opportunities for horseback riding, hiking, and camping.

The City of Chula Vista has 48 parks, three regulation golf courses, two municipal swimming pools, 61 tennis courts, and five community centers. There is a fine school system. Excellent shopping facilities and modern housing are available throughout the City. Chula Vista will continue to develop as a community and has exciting plans for the development of the Bayfront. Located in one of the most beautiful areas of the nation, the City of Chula Vista offers an excellent place to live and work. We are also home to the Olympic Training Center

The City of Chula Vista operates under its own charter with a Council-Manager form of government. The Mayor and four Council members are elected at-large for four year overlapping terms. The City has a long history of political and financial stability. Through careful financial management, the City has built up substantial budget reserves.

The City has over 1160 full-time employees and an operating budget of approximately \$122.8 million allocated to the following departments:

City Attorney • Finance • C V Nature Center • City Clerk • Fire• Planning & Building • City Manager • Human Resources • Police • General Services • Conservation & Environmental Services • Community Development • Library • Public Works • Management & Information Services • Recreation

The City of Chula Vista is an Equal Opportunity employer and does not discriminate on the basis of race, color, creed, national origin, sex, sexual orientation, religion, age, or disability in employment or in the provision of service.

## SMOKING POLICY

The City of Chula Vista has a smoking policy that prohibits smoking in all City buildings and vehicles.

## PRE-PLACEMENT PHYSICAL

Employment is contingent upon successful completion of a pre-placement medical exam that may include a drug screen.

## AMERICANS WITH DISABILITIES ACT (ADA)

The City of Chula Vista will provide reasonable accommodation in the examination process when requested by a qualified applicant at least one week prior to the exam. To request reasonable accommodation, contact the Human Resources Department.

## EMPLOYMENT ELIGIBILITY VERIFICATION

The successful applicant will be asked to show proof of citizenship or provide documentation that gives the individual the legal right to work in the United States. The provisions of this bulletin do not constitute an expressed or implied contract and they may be modified or revoked without notice.



*Is seeking a*

# ***Principal Librarian***

RECRUITMENT NUMBER: 05-233  
Published: 7/19/05

FILING DEADLINE: Monday, August 15, 2005, 5 p.m.

